



## POSITION DESCRIPTION

**Title:** Director of People and Culture  
**Supervisor:** Chief Operating Officer  
**Prepared By:** Jenn Wright  
**Date Prepared:** June 30, 2015

**The Kalamazoo Nature Center Mission Statement:** The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

**Philosophy:** Each member of the Kalamazoo Nature Center team is expected to actively support the KNC mission of connecting people to nature while representing the customer care standards which reflect the professionalism of our organization.

### **Summary of Position:**

The Director of People and Culture is a full-time regular position that serves as the champion for all resources related to both staffing and organizational culture at the Kalamazoo Nature Center. Specifically this includes: being the champion of the KNC culture, overseeing the volunteer program, and managing all aspect of human resources. This position will plan, direct, and coordinate activities to maximize the strategic use of human resources (paid and volunteer) and maintain functions such as employee compensation, recruitment, personnel policies and regulatory compliance.

### **Duties:**

#### **Cultural Leadership:**

- Champion KNC's culture by ensuring that customer care standards and values expressed in the KNC Mission Statement are integrated into all aspects of the organization.
- Champions the effort to include well-trained volunteers into every aspect of the organization.
- Develops ongoing two-way communication programs to foster understanding of KNC's mission, values, and culture.

#### **Long Term Program Management:**

- Oversees the Service Enterprise Volunteer Program by working with all departments to ensure that the processes for managing volunteers are clear, concise and understood by staff.
- Identifies and manage training and professional development needs for paid employees, volunteers and interns.
- Analyzes and modify compensation and benefits policies and packages to establish competitive and equitable programs consistent with KNC compensation philosophy.
- Leads efforts to ensure that our staffing structure reflects our diverse community.
- Supports positive moral in the workplace by developing and/or administering special projects in areas such as wellness programs, and employee awards and appreciation.

#### **Employment Relations:**

- Works closely with each department supervisor to coordinate all details related to staff recruitment and hiring of paid employees, volunteers and interns.
- Provides current and prospective paid employees, volunteers and interns with information about policies, job duties, working conditions, wages, and employee benefits.

- Plans and conducts orientations to foster positive attitudes toward organizational objectives and culture for paid employees, volunteers and interns.

#### **Administration:**

- Collaborates with the CFO and COO in an annual review of benefits and manages the annual open enrollment process.
- Ensures compliance with legal requirements in all aspects of employee, volunteer and intern relationships.
- Serves as a link between supervisors and employees by, interpreting and administering employment questions and helping resolve work-related issues.
- Coordinates exit process for departing paid employees, volunteers and interns.
- Serves as the point person for all third-party employment inquiries.
- Maintains and informs KNC staff on safety procedures as they relate to OSHA.
- Prepares and follows budgets for personnel operations.

#### **Qualifications:**

- Minimum of 3 years in the Human Resource field with special emphasis on creating and maintaining a positive team culture is strongly preferred.
- Minimum of a bachelor's degree in human resource management or business related field is strongly preferred.
- Strong personal commitment to the KNC Mission.
- Significance experience working with volunteers.
- In-depth understanding of the government rules and regulations as it relates to human resource functions.
- Commitment to uphold a strong work and environmental ethic while respecting the diversity of culture and beliefs among KNC's stakeholders.
- Experience with non-profits a plus.
- Computer competency in MS Office, Google suite, Raiser's Edge, Volgistics, preferred.
- Strong attention to organization and detail.
- Ability to work individually and as a team member.
- Excellent oral and written communication skills.
- Creativity and high energy.
- Self-starter and self-directed.
- Able to maintain a flexible work schedule – weekends, evenings and holidays.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

#### **How to Apply:**

Send a single document including: resume, cover letter, and three professional references to:  
Jenn Wright, Chief Operating Officer at [jwright@naturecenter.org](mailto:jwright@naturecenter.org)

**The deadline for submitting applications is August 14, 2015.**